

**Jefferson County
Position Description**

Name:		Department:	Health Department
Title:	Public Health Technician	Pay Grade:	5 FLSA: Non-exempt
Date:	December 2015	Reports To:	Public Health Program Manager

Purpose of Position

The purpose of this position is to provide a variety of technical public health nursing and clerical services in the office, at clinics, in the schools and the County jail.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of clerical tasks, such as answering phones, coping, retrieving and distributing, and sorting files, documents and charts.
- Maintains electronic department records on a variety of data bases including ECS and the Wisconsin Immunization and Lead Registries.
- Ensures the office and/or jail clinic are organized and restocked with sufficient supplies and non-expired vaccines, ordering vaccines and supplies as necessary; maintains vaccine inventory adhering to acceptable Cold Chain Quality Assurance and standards. Provides benchmarking and immunization reminders as appropriate.
- Assists with WIC Program when back-up is needed.
- Assists Registered Nurse with assigned tasks.
- Participates in on-going training, Department meetings, in-services and seminars.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop.

THE FOLLOWING DUTIES ARE REQUIRED WHEN PERFORMING PUBLIC HEALTH TECHNICIAN – OFFICE CLINIC DUTIES:

- Assists with immunization clinics by scheduling and educating participants; administering immunizations, TB skin tests, pregnancy tests and blood pressure checks; recording immunization to appropriate records.

- Assists at Well Child Clinics, including preparing charts and scheduling appointments, gathering clients' health history, measuring and recording vital signs and taking blood samples and sending follow up communication and referrals to parents, other agencies and physician offices.
- Organizes, performs and records vision/hearing and early childhood screenings with schools, including training volunteers. Submits annual summary report to Prevent Blindness on school screenings and follow up.
- Assists in supervising the fluoride varnish program, maintaining contacts and records of participants.
- Coordinates hearing and vision screening in the schools that are served by the Health Department.

THE FOLLOWING DUTIES ARE REQUIRED WHEN PERFORMING PUBLIC HEALTH TECHNICIAN – JAIL CLINIC DUTIES:

- Schedules and assists inmates with daily sick call, documenting observations and inmate statements, administering and reading TB skin tests, following MD orders as given and following up on inmate needs as identified by the Jail RN.
- Coordinates medical care between outside providers and Jail medical staff including scheduling outside appointments as ordered by MD and communicating transportation needs with Jail Shift Sergeant.
- Schedules and assists MD during rounds, providing inmate updates, receiving and recording MD orders and following up with the pharmacy as appropriate.
- Sets up medication sheets and medications as supplied by the Pharmacy and as available in the Jail contingency supply.
- Responds to Jail medical emergencies as needed.
- Testifies in court as it relates to medical care provided at the Jail.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed Practical Nurse and CPR certification with one year LPN experience. Public health experience preferred. A valid Wisconsin motor vehicle operator's license or access to transportation required.

Other Requirements:

Training: Remain current with CPR certification

Physical: Lift and carry up to 25 pounds

Work Environment: Regular exposure to sharps, bodily fluids and blood borne pathogens

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date